

NCC Opening Report Supplement

School	
School Year	

Social Opportunity Students:

Students who are **not enrolled as full-time students** at your school should NOT be included in the opening report figures. However, if students will be participating at school during part of all of school days, student accident insurance should be purchased. Please indicate the number of students in each grade who fit in this category.

Number of Social Opportunity Students in Kindergarten (do not include full-time students)	Number of Social Opportunity Students in Grades 1 - 8 (do not include full-time students)	Number of Social Opportunity Students in Grades 9 – 12 (do not include full-time students)

Date of board vote authorizing these students for the current year: _____

Written approval has been received from NCC for this year’s program: _____ Yes _____ No

Non-SDA Students:

For the purpose of completing this form, this definition is to be used for determining an SDA student:

A Seventh-day Adventist student is one who is a member of the Seventh-day Adventist Church OR has one parent who is a member of the Seventh-day Adventist Church OR is sponsored by a Seventh-day Adventist. Sponsors are individuals who are responsible for paying the account and receive the school bill.

The number of non-Seventh-day Adventist students enrolled as of the end of the third week of school is:

Number of enrolled Kindergarten Students with no SDA affiliation	Number of enrolled students in grades 1 - 8 with no SDA affiliation	Number of enrolled students in grades 9 – 12 with no SDA affiliation

Retention Worksheet

Print an alphabetical list of students from the **opening report last fall**. Use this list to complete the following, but you don't have to submit the list itself as a part of this form.

1. Cross out the names of all students who:
 - Graduated from your school last spring
 - Moved out of the area
 - Were asked *by your school* not to return (behavior issues, IEP issues you can't address)
2. Count the students still on your list.
Eligible (to return) students _____
3. Print an alphabetical list of students from **opening report this fall**.
4. Count all the students who attended your school last year and returned.
Returning students _____
5. Calculate retention by dividing the returning students by the students eligible to return. This number is expressed as a percentage.

$$\frac{\text{Returning students}}{\text{Eligible students}} \div = \frac{\text{Retention}}{\text{Retention}} \%$$

Notes:

- Retention calculations do not involve new students at any grade level.
- Those who do not return for any reason not listed above are still counted as eligible to return. This includes financial reasons, custody changes (unless the child moves out of the area), children changing to home school
- Retention is calculated one time each year and is based on the numbers reported in opening report each year. Students who leave in the middle of the year will be included in this calculation.



Northern California Conference
Office of Education